

INTERNSHIP, CO-OP & SUMMER JOBS

**A Career Services Resource Guide
to
Search Strategies and Informational Resources**



**NORTHERN MICHIGAN
UNIVERSITY**

3302.3 C.B. Hedgcock

Phone: 906.227.2800

Fax: 906.227.2807

E-mail: careers@nmu.edu

Web Address: www.nmu.edu/careers

Dear NMU Student:

Did you know that numerous national surveys of employers found that the majority of them utilized their internship and co-op programs for the recruitment of permanent full-time employees? Now more than ever, gaining valuable work experience through internship, cooperative education programs or career-related summer jobs will give you the upper hand in today's complex and highly competitive job market for new college graduates.

This guide to search strategies and resources has been developed to assist you in your search for ways to obtain practical career related work experience. Additionally, the NMU Career Services Office has staff and other resources ready to assist you in your search. For example: Career Services posts current internship, cooperative education and summer/seasonal hire positions to our web site (<http://www.nmu.edu/careerservices/CatCareerTracks>).

Good luck with your search for meaningful practical experience, and please feel free to contact any of us at Career Services for assistance.

Sincerely,
Melissa Sprouse
Assistant Director, NMU Career Services

MOST COMMON WAYS OF OBTAINING PRACTICAL EXPERIENCE

Internship

The typical internship is a one-time work or service experience, usually involving students who have attained considerable academic preparation related to a professional field or college/university major. The objectives and practices of an internship "experience" can vary from employer to employer. Some internships simply involve observing what a career field is "really like," while others are designed to be a "capping" experience permitting students to apply the principles and theory taught on campus to real world experiences.

Some internships are paid; others are not. Some organizations provide their interns with a "stipend," (a set sum of money) each week or month, instead of a salary. Sometimes room and board or travel expenses are included along with the stipend. Many students can receive some form of academic credit for their participation in an internship. If you are interested in obtaining academic credit for an internship experience, check with your academic advisor or an academic department head prior to your participation, to find out if you qualify. Internships usually involve advanced undergraduate students, graduate students, and more and more frequently, recent college/university graduates.

Cooperative Education

Cooperative education is usually an institution-based program that provides students multiple work assignments related to the academic and career interests of the participants. Virtually all co-op assignments are paid, and the experience involve productive work for the employer rather than observation or school-designed activities. It's called cooperative education because both the school and the employer cooperate in providing this opportunity for student learning.

Summer Hire

Many public and private organizations plan for the employment of college students over the summer months, in what is usually referred to as a "summer hire" program. Formalized summer hire programs are typically well organized and provide students with excellent opportunities to obtain work experience. Almost all of these summer hire positions are paid. Many employers often encourage students to return each summer while they continue their college careers.

Graduate Assistantship

Many colleges and universities offer graduate students the opportunity to work on campus as they pursue an advanced degree. Graduate assistants often teach entry-level college courses, pursue research, or perform administrative functions. Graduate assistantships usually provide a stipend.

Fellowship

Undergraduate and graduate fellowships are unique opportunities that often combine academic study with valuable field or research experience. Fellowships are available with many educational institutions, governmental agencies, public and private non-profit organizations, and corporations. Most fellowships provide some kind of salary or a stipend. Fellowships are available in the education field, the sciences, arts and humanities, and many other fields.

Other Methods of Gaining Practical Career Related Experience

Other valuable ways of obtaining career-related experience can include such things as on-campus or off-campus part-time employment, job shadowing, or volunteer work.

Find out how you can utilize these and other methods by visiting the NMU Career Services Office today!

Always talk to your academic adviser to determine your department's requirements, when seeking an internship for academic credit.

Benefits of Internships: learn on-the-job skills, gain academic credit for work experiences, apply classroom learning to real-world situations, it's a GREAT resume-builder and is almost required for some industries and fields, can potentially lead to full-time employment.

INTERNSHIP SEARCH STEPS

- **Know your story**
 - This is being able to clearly articulate how your work and education background, as well as interests, relate to your career goals. How do you connect the dots?
- **Network**
 - This is just talking to people about you/your goals and connecting with them
 - Reach out to people – professors/advisers, current supervisors, parents, parents' friends, friends who have already graduated, etc.
 - Informational interviews about specific jobs/industries/areas (phone, email, in person)
 - NMU Alumni Group, Find Alumni tool on LinkedIn
- **Prepare to Apply**
 - Resume - use the internship job description to show you what qualities and experiences you should focus on and highlight. You can also utilize the [Occupational Outlook Handbook](#) – paying attention to the general list of duties and the important qualities for the job you're looking at
 - Cover Letter
 - Interview skills (this is where knowing your story comes in.)
- **Look everywhere! Don't rely on one avenue.**
 - Talk with academic adviser – ALWAYS verify a position meets your department's internship criteria before starting!
 - Reach out to Alumni Association – many alums, especially those on the Alumni board, are interested in helping NMU students. alumni@nmu.edu
 - Online Job Boards – don't forget to upload your resume and set up job alert emails for these.
 - Cat Career Tracks: Locate through MyNMU – Student Services tab
 - Career Services links list: <http://www.nmu.edu/careerservices/careerresources>
 - www.usajobs.gov – has a dedicated Student/New Grad area.
 - Student/New grad specific sites can help weed out jobs requiring lots of experience:
 - www.linkedin.com/studentjobs
 - www.collegerecruiter.com
 - www.college.monster.com
 - www.interninmichigan.com
 - www.mitalent.org/internships
 - Professional association websites
 - Aggregators (pull from many different sites) like: www.indeed.com

- Job Fairs
 - Career Services offers two job fairs per semester
 - The Summer Employment Fair is usually hosted in February and is especially for employers looking for summer employees and interns!
 - Make sure to check the list of attending employers
- Go directly to government, nonprofit, or company webpages.
- Get bold and creative! If there's a specific place that interests you (especially a smaller company or NMU department) don't be afraid to approach them to set up an internship program!

Side Note:

Social Media

- Clean up online presence – adjust privacy settings and start to weed out questionable posts/pictures.
- Establish online presence, start with LinkedIn
 - Use LinkedIn to find connections with people (doing what you want to do, or where you want to do it) – either through the NMU Alumni Association group or the “Find Alumni” tool (Connections > Find Alumni)
- Start connecting on social media you're already using (FB, Twitter, etc.)
 - Potential employers in your field
 - Industry recruiters
 - Professional organizations in your field
 - Companies you're interested in working for, etc.

Internship Links of Interest

[CoolWorks](#)

CoolWorks is about you finding a seasonal job or career in some of the greatest places on Earth. Let CoolWorks.com show you the way to live out your own amazing life adventure!

[Governor's Internship Program \(Michigan\)](#)

Offers college students an opportunity to gain critical work experience in a fast-paced, professional and challenging work environment. Interns in the program can expect to perform substantive work, develop and manage professional relationships and help make a positive impact on Michigan.

[Inroads](#)

Inroads is a non-profit organization whose mission is to develop and place talented minority youths in business and industry and prepare them for corporate and community leadership.

[InternInMichigan.com](#)

Find an internship in Michigan within your chosen field where you can open the door to your career.

[Internjobs.com](#)

Internjobs.com is a full-service job bulletin board service that provides information about current internship opportunities.

[Internships.com](#)

Internships.com provides a searchable database of current internship opportunities around the country.

[InternshipPrograms.com](#)

Provides you with information about internships and includes a searchable database of current openings. Affiliated with the job bulletin board service Wetfeet.com.

[MI Intern](#)

The State of Michigan and the Michigan Talent Bank have created a searchable database of Michigan employers and internship opportunities.

[monsterTrak.com](#)

One of the best Internet-based job database services, MonsterTrak.com provides job seekers with current internship openings, has employer profiles, offers an ongoing Career Fair, and can "link" you to employer websites. MonsterTrak is owned and operated by Monster.com.

*Must indicate what school you are attending.

[Public Relations Student Society of America \(PRSSA\)](#)

The Public Relations Student Society of America (PRSSA) has a searchable database of internship positions and permits you to post a resume.

*You must be a member of PRSSA to access current internships. Non-members may still access a wide variety of career information, but cannot obtain information about current internships nor post a resume to the site.

[Internships at Regiondo](#)

A range of different placements of internships is available - Management (Business Development/Human Resources/Product Management), Online Marketing (Business Development/Online Marketing & Support/Online Editorial) and IT & Web Design (CTO-Lead Developer/PHP Developers/Web Design).

[The Student Conservation Association](#)

Through partnership arrangements with state and Federal agencies (such as the Bureau of Land Management, the National Park Service, U.S. Forest Service, U.S. Fish and Wildlife Service, etc.), as well as other natural resource

management organizations, the Student Conservation Association (SCA) provides current students and recent graduates with professional-level experience in a wide variety of career fields. Each year SCA works to place more than 1500 resource assistants with organizations throughout the U.S. and Canada. Enjoy an expense-paid internship (some with additional stipends and benefits) with SCA. Interns work in a wide variety of fields: Archaeology, Endangered Species Protection, Interpretation, Marine Biology, and Wilderness Patrol. Placement is available in many other positions also.

[TrueCareers.com](#)

TrueCareers.com is a leading online jobs database for students seeking internship and other opportunities. Employers search for qualified candidates from those who post resumes.

[The Washington Center for Internships and Academic Seminars](#)

Washington D.C.-based educational institution that promotes experiential educational opportunities in and around the Washington area. Paid and unpaid opportunities plus a limited number of competitive scholarships are available to NMU students wishing to take part in the NMU/Washington Center Internship Program. For more information, contact the NMU Career Services Office.

[Washington Internship Institute](#)

The Institute for Experiential Learning is a non-profit organization that promotes internship opportunities. The IEL provides a searchable database for current internship opportunities.

[Washington Internship Program](#)

Internships for undergraduate, graduate students, or recent graduates, interested in working in our nation's capital. Yearlong internships are also available.